

TEACHER (HIGH SCHOOL – GENERAL EDUCATION)
(CORRECTIONAL FACILITY)



OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL OPEN FOR:
DEPARTMENT OF CORRECTIONS

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections (CDC) during this testing period. CDC testing period(s) for this examination are: **January – June** and **July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY **ONLY THE TEACHER (HIGH SCHOOL – GENERAL EDUCATION) (CORRECTIONAL FACILITY) SCANNABLE APPLICATION/EXAMINATION FORM WILL BE ACCEPTED FOR THIS EXAMINATION.**

Submit the scannable application/examination in a 10”x13” envelope to the following address:
Do not separate, staple fold or bend

By mail with:	or	In person with:
Department of Corrections		Department of Corrections
Personnel Examining Section		Personnel Examining Section
P.O. Box 942883		1515 “S” Street, Room 522-N
Sacramento, CA 94283-0001		Sacramento, CA 95814

The required scannable application/examination form for this examination is available at the following locations:

- Department of Corrections’ (CDC) personnel offices at each correctional institution
- Personnel Examining Section at 1515 S Street, Room 522-N, Sacramento, CA 95814
- Office of Selection and Standards Selection Centers (2201 Broadway, Sacramento, CA 95818; 2510 S. East Avenue, Suite 350, Fresno, CA 93706; 9055 Haven Avenue, Suite 104, Rancho Cucamonga, CA 91730)

DO NOT SUMBIT A RESUME, ANY OTHER APPLICATION FORM OR ATTACH ANY OTHER DOCUMENTS TO THE TEACHER (HIGH SCHOOL – GENERAL EDUCATION) (CORRECTIONAL FACILITY) SCANNABLE APPLICATION/EXAMINATION.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Personnel Examining Section.

All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application.

TEST DATE The Personnel Examining Section will notify and test applicants as needs warrant.

SALARY RANGE(S) **As of: 7/15/04**

Range D: \$4022 - \$4888
Range E: \$4213 - \$5116
Range F: \$4415 - \$5631

ALTERNATE RANGE CRITERIA 011
When an employee who possesses the required teaching credential enters State service in one of the teaching classes, he/she shall be appointed to the first rate of the appropriate range in terms of the following criteria:

NOTE: These criteria are not minimum qualifications. The minimum qualifications, including the credential required, are contained in the class specifications. These criteria are to be used only for determining appointment salary or hiring rate based on academic preparation required, or in addition to that necessary to obtain the appropriate credential. The minimum qualifications as set forth in the specification determine eligibility for the class or position.

Range D: Possession of a bachelor’s degree plus 24 upper division or graduate units which were not counted toward the degree.

Prior teaching experience shall not affect the entrance rate under these criteria. No initial appointment shall be made above Range D. The provisions of Government Code Section 19836 may be applied for hiring above minimum in Range D.

INCENTIVE INCREASES
Teachers receiving less than Range F under the regular pay plan, can receive additional increase in pay by completing college semester units approved by his/her department in accordance with departmental policy under the provisions of Department of Personnel Administration Rule (DPA) 599.681. Such an advance shall be known as an “incentive increase.” No employee shall receive more than one incentive increase in any calendar year.

MINIMUM
QUALIFICATIONS

All applicants must possess a valid California Teaching Credential issued by the Commission on Teacher Credentialing. Applicants who do not possess the required credential or one of the equivalent authorization may take the examination but must have on file with the Commission on Teacher Credentialing an application for an appropriate credential. At the time of application for the examination, applicants must present written verification that the appropriate listed credential or its' equivalent is being processed or will be authorized. No appointments will be made to a permanent position with an Emergency Credential. After issuance, the credential is the responsibility of the holder and must be maintained by completion of any Commission on Teacher Credentialing requirements.

Possession of:

1. A Single Subject Credential or a Multiple Subject Credential. or
2. A Standard Secondary Credential with a major or minor in an academic subject area.
or
3. A General Secondary Credential.

Special Requirements: Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of inmates, demonstrate teaching ability or potential for teaching; emotional stability; tact; patience; open-mindedness; and high moral standards.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

EXAMINATION
PLAN

INTERVIEWS WILL NOT BE HELD. This examination will consist of a scannable application/examination weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the scannable application/examination.

The scannable application/examination is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, experience and potential to effectively perform the duties relative to the classification. **SUBMISSION OF THE SCANNABLE APPLICATION/EXAMINATION IS MANDATORY.** Candidates who do not submit a completed scannable application/examination will be eliminated from this examination.

Scannable Application/Examination -- Weighted 100.00%

Scope:

Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**

1. Principles and methods of teaching High School education

2. Principles of educational psychology as applied to their teaching

3. Current trends in educational methods

4. Remedial teaching techniques and adapting instruction to student deficiencies

5. Emotional problems of students at State correctional facilities
- B. **Ability to:**

1. Provide leadership and motivation to inmates

2. Teach and supervise inmates

3. Work effectively with other disciplines

4. Gain the interest, respect, and cooperation of students

5. Develop socially acceptable attitudes in students

6. Analyze situations accurately and take effective action

7. Communicate effectively

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION (S)

A Teacher (High School – General Education) (Correctional Facility) helps persons committed to State correctional facilities in the Department of Corrections prepare to become productive and contributing members of society by training them in academic subjects and by helping them to develop socially acceptable attitudes and interests. The incumbents give both individual and group instruction conducts assessment and testing; and in many instances, participates as a member of an interdisciplinary treatment team; is responsible for supervising the conduct of the students while in the classroom and may be called upon to assume general custody responsibilities in time of emergency.

The Department stipulates that teachers play an important role in the total education, treatment, and training process, as well as in teaching the skills which will enable the individual student to seek occupational opportunities. Teacher's tasks include: planning, assigning, and supervising work; maintaining control and discipline in the classroom; controlling all material and equipment which may be used as potential weapons; preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program; working with students and helping them set and meet education needs and goals; participating in program evaluation; participating in extracurricular programs; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching for contraband weapons or illegal drugs; and performing other related duties.

POSITION
DESCRIPTION AND
LOCATION (S)
(CONTINUED)

Teachers may be assigned to work temporarily, in accordance with bargaining unit contract and DPA regulations, in specialties other than those for which they were hired. In addition, they may work with treatment teams that combine the services of personnel in the custody, academic, vocational, psychiatric, and casework areas. Teachers have an important role of providing information of an educational nature that can help other members of the team to better determine each student's treatment needs. In new and developing programs, teachers will participate in the development and continuing revision of curriculum.

Position(s) exist at various institutions located throughout the state and headquarters in Sacramento with the Department of Corrections.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veterans' preference points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' preference points. Career credits will not be granted in this examination.

GENERAL INFORMATION

Veteran's Preference: California law allows the granting of Veteran's Preference Points in **Open Entrance** and **Open Nonpromotional Entrance** examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open Nonpromotional Entrance** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093), which is available from State Personnel Board Offices, written test proctors, and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
California Relay Service for the Deaf or Hearing: 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS